

ADMINISTRATIVE - INTERNAL USE ONLY

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Personnel Response to DDS&amp;T Excellence Suggestions

FROM:

Robert W. Magee  
Director of Per

EXTENSION

NO.

DD/A Registry

DATE

JAN 18 1985

85-0024/18

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer  
to the DDA  
7D18 Headquarters18-1  
22-1

2.

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DDA/PO

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DD/A REGISTRY

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OFFICE OF PERSONNEL RESPONSE TO  
DDS&T EXCELLENCE SUGGESTIONS

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Senior Secretarial Service

The entire issue of secretarial pay and management is under review as a result of the Office of Personnel (OP) Secretarial Study. In that Secretarial Study respondents were queried regarding the "idea of having a career service." Of the [ ] people interviewed, 35 percent [ ] secretaries) said "yes," 20 percent [ ] secretaries) said "no," and 45 percent [ ] secretaries) did not know. The statistics would indicate that there is not a strong position for or against the idea of a secretarial career service and in particular a senior secretarial service. It could also be stated that this occurred because almost half of the respondents were not aware of how such career services could or would work. Under Option Two of the Secretarial Study, which includes reducing the number of secretarial grades, expanding pay ranges, and developing a secretarial certification program, a senior secretarial service could be incorporated. The task force studying the various options of the Secretarial Study could be asked to consider such a service. As the plan now goes, the Directorates' task forces are scheduled to return their comments to Position Management and Compensation Division (PMCD) during the week of 15 January. PMCD recommendations for senior management are due to be forwarded circa mid-February 1985.

If the first phase of the Secretarial Study is approved and we are given the green light to proceed with the second phase, OP will ask the task forces to consider a separate career service along with the other recommendations. OP will take no further action on this suggestion until the Secretarial Study has been finalized.

Donation of Annual Leave

Assuming that the suggester's intent is to allow employees to contribute some of their leave to others, whether by a direct transfer from one individual to another or by means of a "bank" similar to the Public Service Aid Society (PSAS) to which employees now donate cash as a way of helping those who have financial problems, this idea remains an attractive one. There is evidence that some state, county and/or local governments do permit employees to transfer leave to other employees. The introduction of legislation as suggested by the Office of General Counsel (OGC) in its 1982 memorandum would best involve a coordinated effort among Executive Branch agencies and the Office of Personnel Management (OPM). Since this is a

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subject of common concern to all departments and agencies and is not a problem related to the uniqueness of the intelligence business, political realities may militate against a unilateral CIA initiative. OP will initiate discussions with OPM on the subject to determine the feasibility of such a move. At the same time, OP will identify local governments in the area which have donation programs and find out how they are administered.

#### SIS Benefits

While this idea sounds attractive, it is more complex than it appears on the surface. Some specific concerns come immediately to mind: the potential of eroding the specific distinctions between the SIS and GS systems which are purposely intended; the possible reduction of the number of bonuses that would be available to SISers; or the possible reduction of the amounts that may be awarded SISers if bonuses were expanded to cover GS-15 employees in SIS positions; and the status of those benefits should the GS-15 never be promoted to SIS. At the same time, two additional points should be borne in mind: (a) lack of ceiling is not always the only reason why GS-15s occupy SIS positions are not promoted and (b) the Agency's "rank-in-person" management philosophy was adopted because of the flexibility it allows to assign employees without regard to grades and without being boxed into the bureaucratic process residing in the "rank-in-job" system. The ceiling issue may be eased somewhat if our request to Office of Management and Budget (OMB) for additional SIS ceiling is approved. However, we strongly urge that career services, in reviewing their SIS population, take a hard look at those in the SIS ranks who may not be performing as anticipated and take the appropriate action so that they do not block advancement opportunities for deserving GS-15s.

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